



OVERTIME/COMPENSATORY TIME APPROVAL

Revised (11/06)

☐ Overtime

☐ Compensatory Time

<i>Employee</i>	
<i>Department</i>	
<i>Date:</i>	<i>Time Called:</i>

Reason for Overtime/Compensatory Time:

- ☐ Emergency Line Locates (include copy of line locate notice)
- ☐ Leak Repair
- ☐ Customer Problem (address: _____ problem: _____)
- ☐ Jet (address: _____)
- ☐ To pump basement (address: _____)
- ☐ Other: _____

<i>Start Time:</i>	<i>Finish Time:</i>	<i>Total Time:</i>
		<i>Compensatory Time Only:</i>
		<i>Time to be received:</i>
		<i>(multiply time by 1.5)</i>

- This report is to be completed prior to beginning any unapproved overtime work (see back for approved overtime). If overtime occurs on a weekend, and is not pre-approved, then the employee must attempt to make contact with the mayor (home 443-0115 or cell 236-4423). If the mayor is unavailable, then a police log must accompany this document.
- This form must be approved and signed by the mayor. If form is not submitted and approved by the mayor then overtime compensation will be given as Compensatory Time.

<i>Employee</i>
<i>Department Supervisor</i>
<i>Mayor</i>